



Clark County Department of Building & Fire Prevention

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Division:	Building Division - Inspection	Policy & Procedure	BI-PP-038
Subject:	FIELD COLLECTION OF FEES	Effective Date:	12/16/1996
Code:	N/A	Revised Date:	05/13/2014

A. POLICY:

To provide specific guidelines as to the method of collection of fees made to field inspection staff for inspection services which will include overtime inspection fees, same day fees, special inspection fees and testing fees. Field collections shall be paid by check or money order. *Cash will not be accepted in the field.*

B. PROCEDURE:

1. The Inspector shall complete an Inspection Services Receipt (Form #307) for all services provided which require collection of fees. The Inspection Services Receipt is a three part form divided into an upper and lower section, and shall be completed as follows.

Upper Section:

- In every case, the upper section of the form shall be recorded accurately and completed in its entirety. The inspector shall record the data required for each entry listed on the form and obtain the signature and title of the job representative present at the time the inspection services were provided. If a job representative is not on site, this shall be noted in the signature block.
- If a check or money order is collected at the time of the field inspection, the form of payment shall be recorded and entry on the bottom portion of the form shall not be necessary.
- If payment is being received for inspection services previously provided but not collected, the form of payment shall be recorded, the Inspection Service type shall be noted as a Collection, and the bottom portion of the form shall not be necessary.

Lower Section:

- If payment is not made at the time the inspection services are provided, the lower section of the Inspection Services Receipt form shall be completed by the Inspector. The Inspector shall obtain the name and signature of the job representative authorizing future payment of the inspection services fees recorded in the top portion of the form.
2. Following completion of the form, the Inspector shall provide a copy (third sheet) of the Inspection Services Receipt to the job representative.

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3. The Inspector shall submit the receipt forms and any checks or money orders collected to his/her supervisor at the completion of the workday. If the services provided included overtime, an Overtime Approval form (#301-1) shall also accompany the submittal. Overtime hours shall be charged to the nearest quarter-hour, unless hourly minimum charges apply as allowed by adopted Codes.
4. For receipts submitted for collection services, the Inspector shall attach the yellow copy of the original receipt in which the payment was deferred. The Inspector shall also record this original receipt number below the "Collection" notation on the receipt form.
5. The Supervisor shall review all forms, checks and money orders submitted for accuracy. After ensuring the form is completed correctly, the Supervisor shall remove a copy (second sheet) of the Inspection Services Receipt form and retain for use of future collections as necessary. The Supervisor shall then submit all forms, checks and money orders to the Manager for authorization signature. Following review and signature, the Manager shall submit completed forms, checks and money orders to the Inspection Division office staff for processing.
6. The office staff shall record the checks and money orders collected on the appropriate forms and monetary transfer reports and submit the completed forms, monies and Inspection Services Receipts which are not receipted against an established account to the Inspection Division Bookkeeper for depositing into the reimbursable overtime account.
7. The office staff forwards the Inspection Services Receipt forms which indicate withdrawals from an established account to the Inspection Division for withdrawal or billing (invoicing) of the customer per their arrangements for billing services.

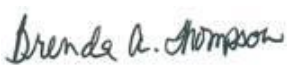


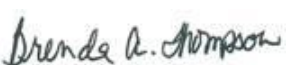


REQUIRED CHECK INFORMATION:

1. Company checks only (not personal checks) shall be accepted from contractors.
2. Personal checks shall only be accepted from owner-builders.
3. Checks shall have the following information: phone number of the issuer, permit number, and the type of inspection that is being paid for.

Revision History:

POLICY #	TITLE	Effective Date	Revised	Reviewed
5.00.50	Field Collection of Fees	12/16/1996		
BI-PP-038	Field Collection of Fees		04/08/2008	08/15/2008
BI-PP-038	Field Collection of Fees		07/11/ 2012	
BI-PP-038	Field Collection of Fees			06/30/2013
BI-PP-038	Field Collection of Fees		05/13/2014	
BI-PP-038	Field Collection of Fees			04/20/2015

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